

MARION POLICE DEPARTMENT



PERSONNEL COUNSELING RECORD	UNIT	DATE:
Negative Counseling Form	Patrol	03-24-24
Counseled Employee's Name (Last-First-M.I.)	Rank	ID:
Coleman, Jovontae	Patrolman	136

Counseling Issues:

On 03-23-24 Officer Coleman made an arrest for domestic battery. The arrest was made around 2100 hours after a second visit to the residence. There was plenty of time during the shift to complete the report in a timely manner and we are afforded a 1-hour window at the end of our shift for report writing. I received notification from Sergeant Watts on 03-24-24 that the report had not been completed and the State's Attorney's Office was requesting a copy report for first appearances. Due to the report not being completed, we were unable to send a copy, and this could have resulted in charges not being filed or charges being dismissed. There have been several email and directives sent about the importance of completing reports where arrest have been made and the suspect has been taken to jail. Reports where LEADS numbers are entered, or felony arrests have been made and a court hearing will be held the following day, also need to be completed before the end of shift. It is noted that Officer Coleman did log on to RMS and complete the report this afternoon before the beginning of his shift, but he has been verbally warned before about completing reports on time.

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I have read the above and I acknowledge that on 03-24-24, Sergeant Ogden advised and counseled me relative to the above captioned personnel matter. Initialing the record of the session will not signify agreement or disagreement with its contents.

Initials of Counseled Employee

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Counseling Supervisor's Comments and Recommendations:

Reports where a felony arrest has been made or LEADS entries are made need to be completed before end of shift. First appearance hearings are held on Monday, Wednesday, Friday, and Sunday. If your suspect has been arrested before one of those days and will need to be seen by a judge before being released, make sure your report is done. I do not like to micro-manage officers on my shift, but I expect them to make sure they doing what needs to be done. Any future failures to make sure work is completed on time may result in all of your reports needing to be completed the same day before going home.

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Counseling Supervisor's Signature:

[Signature]

Rank: Sergeant

ID: 002

Reviewed by:

LT

M3/040

Rank: *LT*

ID: *M3/040*

Reviewed by:

[Signature]

Rank: *CHIEF*

ID: *M-1*